

NOTICE

There is a job vacancy with the **BAY COUNTY DIVISION ON AGING**.

JOB TITLE:	PART-TIME CASE MANAGEMENT WORKER
RATE OF PAY:	\$17.92 per hour entry, progressing to \$20.46 per hour after 3 years (BT05)

Part-time, B.C.A.M.P.S. unit position with limited benefits (although union membership is voluntary).

GENERAL SUMMARY:

This position receives general supervision from the Senior Services Manager and Director. The individual filling this position is responsible for seeking out senior citizens, managing a case load of frail, older persons and setting up services and assistance to help them maintain their independence.

TYPICAL DUTIES:

1. Individual will be assigned to provide services to seniors residing in a specific geographic area of the county. Referrals will be accepted and sought from a variety of sources, including friends, neighbors, agencies, churches, and area hospitals. Door-to-door canvassing may also be used to identify referrals.
2. Home visits will be completed for the purpose of completing an assessment of need, establishing a service plan, discussing the service plan with the client, and obtaining proper signatures/client releases so that referrals for services can be arranged. Seniors shall be informed of available services and assisted when needed to obtain services.
3. Individual will maintain accurate, up to date case files, including progress notes regarding actions taken on behalf of the client, follow-up contacts, and reassessments. Information is entered into laptop computers, utilizing a program that produces assessments, demographic reporting form and other forms required by funding agency. Computer familiarity and data entry skills essential.
4. Reassessments will be completed at least every 6 months, and sooner, if the client's condition necessitates closer monitoring.
5. Individual will make arrangements for needed services including, but not limited to, home delivered meals, homemaking, home health aide, monitor calls and any other necessary help to maintain the client's well-being.
6. Individual will be knowledgeable about eligibility requirements for various programs, including benefits available through agencies such as the Family Independence Agency, Social Security Administration, Community Action Agency, etc. The case manager will assist frail seniors in completing application materials if assistance is not readily available through the helping agency.
7. Case Manager will educate clients about programs available to them to help maintain independence, such as Dial-a-Ride transportation, senior center(s) noon meal and socialization programs, volunteer opportunities, community programs and encourage seniors to utilize these services when needed and readily available. Case Manager will make presentations at assigned dining centers if requested to explain services.
8. Individual will periodically attend training(s) to remain current about services available in the community and new developments in the field of case work with the elderly.
9. Individual will develop a working relationship with representatives of other referral agencies, and will coordinate help with local churches, neighbors, and volunteers where appropriate.
10. Individual will complete outreach as needed to assure the services are targeted to those seniors in greatest economic and social need.
11. Individual will be assigned periodic times/days to cover the office for all walk-in clients and telephone inquiries.
12. Individual will assist with investigation of client complaints or situations in which services may be inappropriate to the situation whenever assigned by the Senior Services Manager or Director.
13. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
14. Individual will complete other duties as assigned when needed.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Applicants must have a bachelor's degree with LBSW licensure required. Two years related work experience is desired. Reliable transportation or access to it. Must be especially sensitive to meeting the special needs of frail, elderly clients. Applicants must have good rapport and ability to relate to senior citizens. Applicants must be able to lift and transport lap top computer from office to homes of seniors with or without reasonable accommodations. Must be computer literate. Applicants may be required to take written and/or other examinations. Applicants must have good reading, writing, and math skills necessary to complete required case file documentation, including computation of taxes, eligibility applications, etc.

Physical Requirements: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or via US mail/in person to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 no later than **4:00 p.m. Tuesday, January 19, 2016**.

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."